



**APPLICATION FOR CERTIFICATE OF DEMOLITION
HISTORIC PRESERVATION OFFICE
PLANNING AND INSPECTIONS DEPARTMENT**

**City of El Paso, Texas
801 Texas Avenue
El Paso, TX 79901
915-212-1567**

I. CONTACT INFORMATION

PROPERTY OWNER(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
E-MAIL ADDRESS: _____ FAX: _____
REPRESENTATIVE(S): _____
ADDRESS: _____ ZIP CODE: _____ PHONE: _____
E-MAIL ADDRESS: _____ FAX: _____

II. PARCEL INFORMATION

PROPERTY ADDRESS: _____
LEGAL DESCRIPTION: _____
PROPERTY IDENTIFICATION NUMBER: _____
HISTORIC DISTRICT: _____ REP DISTRICT: _____
HISTORIC STATUS: _____

III. DETAILED DESCRIPTION OF WORK

Describe area or structure to be demolished and reason(s) for proposed demolition. Attach additional page if necessary.

IV. ADDITIONAL INFORMATION

OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):
Printed Name: _____ Signature: _____
OWNER'S REPRESENTATIVE FOR THE ABOVE DESCRIBED PARCEL(S):
Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property. Attach additional signatures on a separate sheet of paper.

****OFFICE USE ONLY****
PHDM _____ RECEIVED DATE: ___/___/___ FILED DATE: ___/___/___
HLC REVIEW DATE: ___/___/___ RECEIVED BY: _____
UNLESS OTHERWISE SPECIFIED, THE EL PASO HISTORIC LANDMARK COMMISSION MEETS AT 4:00 PM,
CITY COUNCIL CHAMBERS, 1st FLOOR, CITY HALL BUILDING, 300 N. CAMPBELL, EL PASO, TX 79901

REQUIRED DOCUMENTATION FOR APPLICATION FOR CERTIFICATE OF DEMOLITION

- APPLICATION FOR CERTIFICATE OF DEMOLITION** - Applications must be typewritten or printed in ink in legible form. Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Historic Preservation Office reviews the application for accuracy and completeness. Completed applications shall be accepted and scheduled on a first-come, first-serve basis.
- SCALED PLOT PLAN** - One (1) full size copy and one (1) copy on 8 1/2" x 11" paper of the plot plan, including the following information:
- a. Legal description of the property;
 - b. Lots lines with dimensions of the areas;
 - c. Location and arrangement of existing structure(s);
 - d. Square footage of existing structures, including number of dwelling units;
 - e. Location of proposed demolition or removal;
 - f. Elevations of all structures proposed for demolition;
- PROOF OF OWNERSHIP** - One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individual(s) or corporation making the application for certificate of demolition is the current property owner.
- PHOTOGRAPHS** - One (1) copy of color photographs showing current conditions of the site and structures.
- PROOF OF NOTICES SENT** - Pursuant to Chapter 20.20 of the City of El Paso Municipal Code notices are required to be sent to the Mayor and City Council, the County Historical Commission, and recognized neighborhood associations registered with the City of El Paso, prior to submitting an application for certificate of demolition. Proof of notices sent is required and may be demonstrated by a certified mail receipt, copy of electronic mail (e-mail), facsimile transmission report to the most recent fax number of record, or an affidavit attesting hand delivery.

IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR HEARING BEFORE THE HISTORIC LANDMARK COMMISSION (HLC), THE CASE MAY, AT THE DISCRETION OF THE HLC, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT'S PRESENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED HEARING, THE CASE MAY BE ACTED ON BY THE HLC OR AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE THE FAILURE TO APPEAR.

ISSUANCE OF A CERTIFICATE OF DEMOLITION BY THE HISTORIC LANDMARK COMMISSION DOES NOT GUARANTEE ISSUANCE OF A CERTIFICATE OF DEMOLITION BY THE BUILDING PERMITS & INSPECTIONS DEPARTMENT. ALL PROPOSED NEW CONSTRUCTION, MODIFICATIONS, ADDITIONS, CHANGES, DEMOLITIONS, OR ALTERATIONS ARE SUBJECT TO ALL CITY CODES OR ORDINANCES.

Pursuant to Title 20.20:

20.20.190 Appeal to the City Council.

Any applicant or the owner of any property located within three hundred feet of any landmark, or the owner of any property within the same historic district as the subject of the appeal, who is aggrieved by a ruling of the commission concerning that landmark under the provisions of this section, may within fifteen days after the ruling of the commission, appeal to the City Council by filing written notice of such appeal with the City Clerk. Following a public hearing to be held within sixty days of the filing of such notice of appeal, the City Council may, by a simple majority vote, uphold or overturn any ruling of the commission made pursuant to this chapter (Ord. 0167367, 2006: Ord. 13016 (part), 1996: Ord. 11678 § 6, 1993: Ord. 10823 (part), 1992)

The HLC shall delay the proposed demolition for a period of at least sixty days from the date of submission of a completed application.

Please note that the appeal must be accompanied by the fee listed in Schedule C as set by council resolution. No appeal shall be heard until the fee is paid in full. Failure to pay the fee in full at the time of filing the appeal will render the application incomplete.